

MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(FT-CAP)
MEETING AGENDA
 Wednesday, October 3, 2018 | 1:15-3:00 p.m., A-138

POSITION	NAME	ATTEND	DIVISION	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services	Silvia Barajas		Languages & Learning Resources	Danielle Kaprelian	
				VACANT	
				VACANT	
Co-Chair: Academic Senate Representative	Erik Reese		Business, CD & Student Engagement	Lydia Basmajian	
				Wayne Snyder	
				VACANT	
Academic Senate President, Ex Officio	Nenagh Brown		EATM, Life & Health Sciences	VACANT	
Dean	Carol Higashida			Audrey Chen	
	Jane Morgan			Michlyn Hines	
Business Services	Michele Perry			Mary Swenson (Alt)	
	Dan McMichael			Lan Nguyen (Alt)	
	John Sinutko			Andrew Kinkella (Alt)	
Associated Students Representative	Rahyen Heilmann		Physical Science & Career Education	VACANT	
				VACANT	
				VACANT	
Instructional Technologist	Tracie Bosket		Student Health, Athletics, Kinesiology, ACCESS, Math	Vance Manakas	
Student Services Council	Kim Korinke			VACANT	
ACCESS	Matt Spinneberg			Kevin Balas	
Classified Staff	John Dobbins		Social & Behavioral Sciences	VACANT	
	VACANT			VACANT	
	VACANT			Richard Kemp	
Vice President, Ex Officio	Amanuel Gebru			Lee Ballestero (Alt)	
	Julius Sokenu		Arts, Media & Communication Studies	Steve Callis	
GUEST	Cynthia Osuna			Mickey Howell	
				Felix Masci	
				Gerry Zucca (Sabbatical)	

TOPIC	ACTION
1. WELCOME and INTRODUCTION	
2. PUBLIC COMMENTS	
3. APPROVAL OF MINUTES: September 5, 2018	
4. INFORMATION/REPORTS	
➤ IT UPDATE –Dan McMichael	
➤ INSTRUCTIONAL TECHNOLOGY – Tracie Bosket	

TOPIC	ACTION
➤ FACILITIES PROJECTS UPDATE – John Sinutko	
5. Review Committee membership and Committee Assignment (2017/18 Committee Assignments Listed Below)	
6. 2017/18 Committee Evaluation Results	
7. Establish 2018/19 Goals (goals from 2017/18 listed at the bottom of the agenda)	
8. Update and discussions on 2018-19 Committee Goals	
9. Good of the Order	
10. ADJOURNMENT	

HANDOUTS	F-CAP/T-CAP 2017-18 MEETING CALENDAR, 1 st Wednesday at 1:15 p.m., A-138
F-CAP/T-CAP Agenda 10/03/2018 – MC Share & Website	2018 09/05 , 10/03, 11/07, 12/05
F-CAP/T-CAP Meeting Minutes 09/05/2018 – DRAFT	2018 02/06, 03/06, 04/03, 05/01
Committee Survey Results	
Committee Accomplishments 2017-18	
F-CAP/T-CAP Charge/Membership – Included on Agenda, Website	

Facilities and Technology - Committee on Accreditation and Planning

- The Facilities and Technology Committee on Accreditation and Planning makes recommendations on college-wide planning and accreditation issues related to facilities for educational programs and student service and those related to campus instructional and administrative digital technology. Monitors the implementation of Standard 3B & 3C of the self-study relative to facilities.*

RECOMMENDING STRUCTURE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
<p>FACILITIES AND TECHNOLOGY– Committee on Accreditation and Planning (F-CAP/Tech-CAP)</p> <p><i>Committee of Academic Senate</i></p>	<p>The committee recommends funding for technology based on a general allocation guideline that assumes budget stability or growth. As a rule of thumb, the committee recommends an allocation of a minimum of 30% of the college's total instructional equipment funding assigned each year to technology equipment, software, and hardware. The accreditation component under the purview of the Facilities and Technology Committee on Accreditation and Planning is the development of plans to address any self-study advisement or visiting team recommendation that refer to facilities and/ or the needs of digital technology for students, faculty, and staff.</p>	<p>Co-Chairs</p> <ul style="list-style-type: none"> Vice President of Business Services Faculty member appointed by the Academic Senate Council and is, therefore, a member of the Academic Senate Council <p>Members</p> <ul style="list-style-type: none"> Three faculty members from each Student Learning Division appointed by the Academic Senate Council Three Classified representatives appointed by the Classified Senate Two Deans selected by the Vice Presidents of Academic Affairs and Student Support Three Business Service representatives selected by the Vice President of Business Services One representative from Student Services Council appointed by the Vice President of Student Support One representative from the Accessibility Coordination Center and Education Support Services One representative from Instructional Technology

		<ul style="list-style-type: none"> One student appointed by Associated Students who serves in an advisory role Vice President of Academic Affairs (ex-officio, non-voting) Vice President of Student Support (ex-officio, non-voting) Academic Senate President (ex-officio, non-voting)
FRAWG Members	TRAWG Members	PAWG Members
<ul style="list-style-type: none"> Jane Morgan John Sinutko Vance Manakas Gerry Zucca- on sabbatical Steve Callis may join Mickey Howell Brenda Woodhouse Felix Masci Kim Korinke 	<ul style="list-style-type: none"> Carol Higashida Dan McMichael Kevin Balas Tracie Bosket John Dobbins Erik Reese Andrew Kinkella Lydia Basmajian Steve Callis Michele Perry 	<ul style="list-style-type: none"> Silvia Barajas Nenagh Brown John Sinutko Danielle Kaprelian Steve Callis (Gerry Zucca-Sabbatical) Erik Reese

Draft Goals 2018/19	Date of Action/Completion
1. Develop a more effective prioritization process for FRAWG, TRAWG, and PAWG requests. Continue to pursue how attachments may be included and retrieved effectively from program plans. Develop method to insert and access pictures in plans. When Silvia moves list forward to Executive Council. She is able to sort them. As long as she is able to sort them she is okay with process. Please assess your request by placing a dollar amount or your request will not go anywhere.	
2. Review and update the facility, technology and planning prioritization processes in regards to General Funds and Categorical Funds. Formulate an information exchange with CTE to discuss workflow process. Mary chairs committee. Jeff also is on the committee. Suggestion was made that they could be invited to a meeting.	
3. Discuss campus wide Way-Finding Project. Nenagh, John, Erik are on committee. An email notification will be sent out to let everyone know when architects will be on campus.	
4. Continue to provide a report on completion of requested resources and communication out to the campus constituents. Post information on website and through department chairs.	
5. Make recommendations for updating the Information Technology Operations Plan.	
6. Explore options for faculty webpages. Need to clarify what is our role with the faculty webpages. Victory & Marc would develop a template and then we would provide them with updates once a year. Dan will contact them to see what progress they have made. Silvia will invite them to our next meeting.	
7. Update Strategic Technology Plan	